

January 12, 2011

MEMORANDUM FOR: ALL TENANT AGENCIES

FROM: MARIANNE A. CONNERS
GSA PROPERTY MANAGER

SUBJECT: Conference Room Usage

The purpose of this memorandum is to establish procedures for reservation and use of the conference rooms located on the second floor of the William J. Green, Jr. Federal Building. The following steps and information will guide you through this simple process:

Reservation Procedures

- Contact GSA at (215) 861-3400 to request the room. We will pencil in your reservation.
- Submit the attached reservation form by fax (215.861.3624) or in person to room 4200 within 3 business days. All forms must be received in this office no later than 72 hours prior to the date of use or your reservation will be forfeited.
- Custom room set-ups are subject to approval.
- On the morning of your event, you may pick up the key in room 4200, and return it in the same place at the end of the day once you have locked the door. Our office hours are 8am – 5pm. Please do not retain the key overnight. The individual who signs for the key will be held accountable for it.
- We will not be able to accommodate room changes made less than 24 hours before your event.
- Please refrain from pinning or taping items to the interior and exterior finishes. You may utilize the easels and flip charts for this purpose.
- If the event is to be catered, please notify GSA so that we may provide additional trash receptacles. Your party will be responsible for removing all leftover food and placing all trash in the receptacles.
- If there is anyone in your party who is not normally stationed in this building, please inform them of our security policy. No one will be admitted into the building without a photo ID.
- GSA cannot be responsible for parcels or packages shipped in advance of conferences, seminars or workshops. This is the sole responsibility of the agency reserving the conference room.
- Requests to visit rooms or set up in advance will be permitted only if the room is available and the visit is scheduled in advance.
- If you will need access to the loading dock to deliver materials, etc., you must also submit the loading dock form for approval, and you must have someone present to receive the delivery and transport it to the conference room. We do not provide this service. Once the delivery is made, the vehicle must be removed. There is no parking in the loading dock area.
- **It is the full responsibility of the requesting agency to inform all participants of the location of emergency exits. In the event of an emergency, our voice system will give complete instructions on how to proceed, and all participants should be informed to follow these directions.**

Attached you will find four documents. The first shows the particulars of each room for easy reference, the second is the form necessary to confirm your reservation, the third shows 6 room set-up diagrams, and the last is the loading dock access form. Please keep these, along with this letter, for future use.

Thank you for your help in making this process work smoothly.

Conference Room Details

Each conference room has a telephone by the entrance that is for internal use (within the 861 exchange) only.

Conference room phone numbers are:

Conference Room A: (215) 861-3608

Conference Room B: (215) 861-3410

Conference Room C: (215) 861-3413

Each room is now equipped with a telephone jack at the front of the room for conference calls or internet access.

These lines are restricted to the 861 exchange or toll free numbers only. ***Please note that you must supply your own telephone or computer equipment.**

Phone numbers for these lines are:

Conference Room A: (215) 861-3183

Conference Room B: (215) 861-3182

Conference Room C: (215) 861-3181

Conference rooms A, B, and C have 27-inch television monitors and VCR/DVD combo units, a three-paneled fold-out dry erase board (A & B only), and a recessed projection screen.

Additional easels and flip charts are located in each conference room's storage closet. The key that is used to unlock the conference room may also be used to unlock the storage closet.

Room capacities for standard auditorium and classroom style are listed below. Setups for Ushape, square, clusters and conference style are for smaller groups. If you would like one of these options, we will have the set-up crew confirm

Conference Room A - Seats up to 90 people auditorium-style, and up to 60 classroom-style

Conference Room B - Seats up to 113 people auditorium-style, and up to 100 classroom style

- Please note that conference Rooms A and B may be used independent of one another or together depending upon the size of the audience, for a total seating capacity of 200 auditorium style or 170 classroom style. The audio and lighting systems in each room may be operated together or independently.

Conference Room C - Seats up to 125 people auditorium-style, or 80 classroom-style

Conference Room Reservation Form

Person requesting reservation _____

Agency _____ Phone # _____

Room Requested (circle one): A B A&B C

Date(s) needed: _____

Start time: _____ End time: _____

Room Layout (circle one):

Classroom Auditorium U-Shape Square Clusters Conference Custom*

*For custom set-ups, check here _____ and please attach a drawing. All custom set-ups are subject to approval.

Number of persons attending: _____

Number of head tables: _____ head chairs: _____

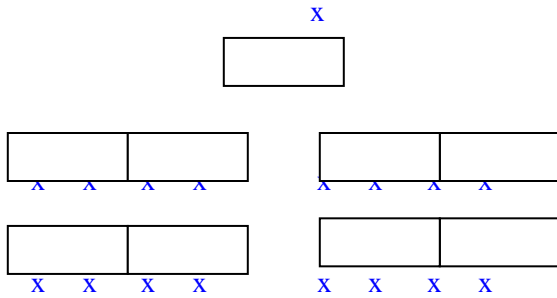
Will event be catered? (circle one) Yes No

Special instructions or requests (please confirm that we can accommodate you):

Classroom Setup Diagrams

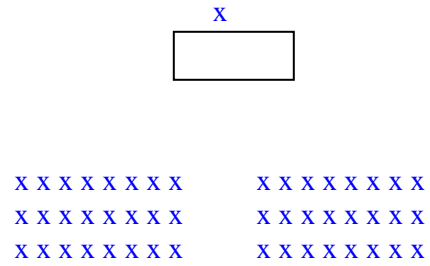
Classroom setup

Tables and chairs (2 per table), isle down the center

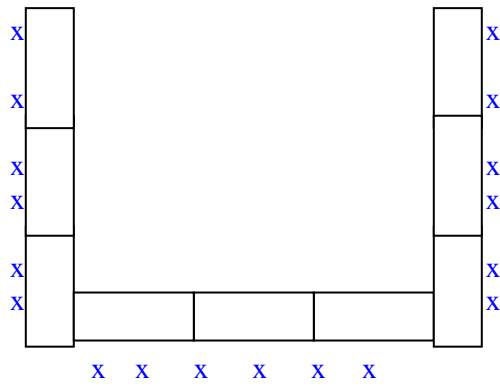


Auditorium Style

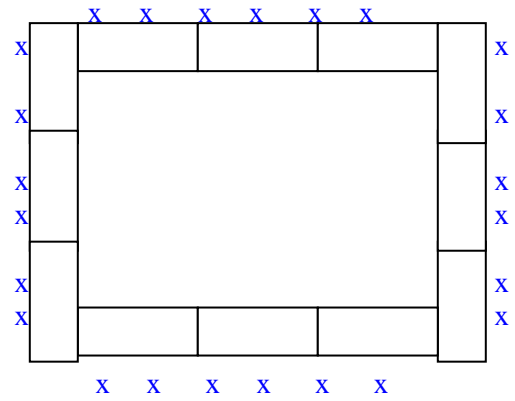
chairs with no tables, isle down the center



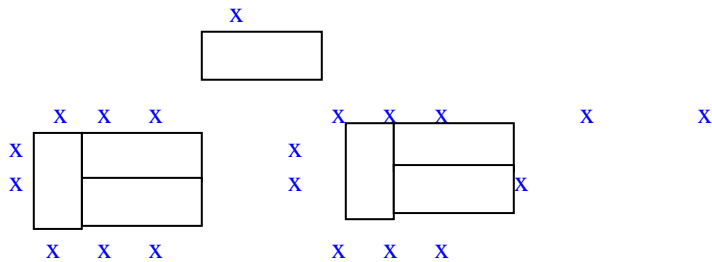
U-Shape



Square



Clusters



Conference Style

